



## FY2021 Victim Services Training and Technical Assistance Grant Request for Grant Applications (RGA)

### ***Massachusetts Victim and Witness Assistance Board***

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The mission of MOVA is to empower all crime victims and witnesses in the Commonwealth of Massachusetts. MOVA strives to ensure access to equitable services, across the Commonwealth, which meet the unique needs of those impacted by crime through survivor-informed policy development, fund administration, training, and individual assistance.

# Massachusetts Office for Victim Assistance

## Request for Grant Applications (RGA)

### **RGA File Name/Title:**

FY2021 Victim Services Training and Technical Assistance Grant

### **RGA File Number:**

21VSTTAVWA

### **Procuring Department:**

Massachusetts Office for Victim Assistance (VWA)

### **Contract/ISA Duration:**

Contract/ISA duration will be established based on the application.

### **Application Period**

The application timeline is subject to change due to funding availability. Applications may be submitted on a rolling basis at any point during the open period (September 21, 2020 - March 31, 2021).

### **RGA Duration**

This RGA is to be in effect for a period of six months with the option to extend or terminate at the discretion of the Victim Witness Assistance Board (VWAB) or their designee (MOVA)

### **Address:**

One Ashburton Place, Suite 1101  
Boston, MA 02108

### **Telephone:**

617-586-1340 (note: staff are currently working remotely)

### **Procurement Team Leader:**

Kristen Tavano, Senior Grants Procurement Manager

### **E-mail address:**

kristen.tavano@mass.gov

### **Grant Policy**

MOVA adheres to the Comptroller's policy for State Grants, Federal Sub-Grants and Subsidies (September 2014). Information pertaining to these procurement regulations may be found on the [comptroller's website](#).

All required forms can be downloaded from <https://www.COMMBUYS.com/bso/>  
Or at [www.mass.gov/mova](http://www.mass.gov/mova)

## Introduction

The Massachusetts Office for Victim Assistance (MOVA), operating under the guidance of the Victim and Witness Assistance Board (VWAB), serves as a statewide resource for victim service providers. The VWAB administers federal funds for victim services available through the Federal Victims of Crime Act of 1984 (VOCA), VOCA statute 34 USC 20103, which authorizes states to sub-award annual VOCA grants for the financial support of eligible crime victim assistance programs.

This procurement is for currently funded agencies only (see applicant eligibility). The purpose of this procurement is to provide funds to support training and technical assistance for eligible agencies and their internal staff. Training and technical assistance related to diversity, equity and inclusion (DEI), enhanced language access, survivor leadership, and/or supporting victims during the COVID-19 pandemic - such as tele-advocacy/tele-counseling trainings - in order to enhance program and direct service delivery are the focus of this procurement.

## Applicant Eligibility

Eligible applicants must be a currently funded VOCA, SAFEPLAN or Human Trafficking Trust Fund (HTTF) agency, and have the approval and support of agency leadership in applying for these funds.

Successful applicants must abide by the requirements set forth in this RGA, the effective version of the VOCA Policies & Procedures Manual, and any additional reporting requirements as indicated by MOVA, the Office for Victims of Crime (OVC), and the U.S. Department of Justice, Office of Justice Programs, Office of the Chief Financial Officer (OCFO).

Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application. Applicants with questions are encouraged to contact the Procurement Team Leader, via email, at [kristen.tavano@mass.gov](mailto:kristen.tavano@mass.gov) prior to applying.

Any training delivered with these funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>. Additionally, recipients are responsible for fulfilling requirements outlined in the Americans with Disabilities Act (ADA).

## Allowable Projects and Costs

*All costs are subject to MOVA award and budget approval, which must be received prior to incurring any expense.*

**Allowable projects include training and technical assistance related to the:**

- Development and implementation of:
  - **anti-racism/anti-oppression** training curriculum and delivery of training to applicant staff
  - strategies to support increased **diversity, equity, and inclusion (DEI)** within applicant organizations
  - strategies to ensure victim **confidentiality** while providing services remotely
  - strategies for staff providing **tele-advocacy/tele-counseling**
  - strategies to support **survivor leadership** within the victim services field
  - **succession planning and sustainability**
- Enhancement of **language access** to services and supports
  - Including, but not limited to, translation of program forms/brochures/other written materials

**Allowable costs include, but are not limited to:**

- Conference and training registration fees - including webinar participation
- Consultant costs (costs must be within allowable MOVA consultant rates)
- Trainer costs to provide training for staff (costs must be within allowable MOVA consultant rates)
- Purchase of training materials, such as workbooks, videos and online courses

## Unallowable Projects and Costs

- Hosting, or the development of, trainings for external participants – trainings and technical assistance are for applicant staff only

- Applications submitted from individuals, rather than from an agency/program
- Personnel expenses (Salary/fringe)
- Degree and certification programs
- Lobbying events
- Development of print, video, and multimedia products for re-use, re-broadcasting

*\*MOVA reserves the right to make inquiries of the applicant and negotiate prior to an award decision\**

## Available Funding

**This is a cost reimbursement grant.** Funding for these awards will be supported in part by state and federal funds, as available. Unless otherwise approved by MOVA, successful applicants will submit ONE expenditure report for reimbursement no more than 30 days following the end of the funded project.

Applications will be accepted on a rolling basis beginning at the open date of the RGA. MOVA reserves the ability to modify funding available within this RGA or to an awardee based on available funding. MOVA reserves the right to award additional funds if funding is available. Should submitted applications exceed available funding, the application period will close if or until additional funding becomes available. In the event the application period closes and reopens, MOVA reserves the right to request that applications be resubmitted.

Applications for training and technical assistance in which funding has already been requested and approved via other (non-MOVA) funding sources are not eligible. All applicants should prioritize the use of funds in an existing training line (under their VOCA, SAFEPLAN, and/or HTTF grants) prior to applying for training grant funding. It must be clear that any request for training grant funding will supplement, not supplant, existing training funds, and applicants **must** illustrate why requested training costs cannot be covered by current available MOVA funding.

The individual award period will be dependent on the proposed project timeframe and compliance with any applicable regulations. All awards, extensions, renewals, or amendments to this RGA or any award of funds will be made at the discretion of MOVA. MOVA reserves the right to deny incomplete submissions.

## Matching Funds

Applicants are encouraged, but not required, to seek and provide non-federal funding for applications in the form of cash and/or in-kind contributions. This condition is subject to modification by MOVA dependent on the source of funding utilized to support training grants.

## Method for Cost Reimbursement

All awards made from this procurement will be on a **cost reimbursement** basis. Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must submit an expenditure report within 30 days of the approved training or event. **Reimbursements will be made only for costs included in the approved budget, and only after the approved costs are incurred and expensed.** Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

## Application Process

### Intent to Apply

All applicants must submit an electronic intent to apply form, which can be found on [COMMBUYS](#) and [www.mass.gov/mova](http://www.mass.gov/mova). **You must inform MOVA of your program's intention to apply at least five (5) business days prior to submitting any application.** Confirmation of receipt will be sent via e-mail.

### Timeline

September 21, 2020	Anticipated application period open
October 5, 2020	Informational webinar will be posted
As Necessary	<ul style="list-style-type: none"><li>• Intent to apply forms submitted at least 5 business days prior to application</li><li>• Applications submitted at least 45 days prior to the planned start of training/technical assistance</li><li>• Awardees notified</li></ul>
March 31, 2021	Anticipated end date for RGA, unless amended
June 30, 2021	Final date for any grant related activity

**Note: Timeline is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.**

### Bidders' Conference

An informational webinar will be recorded and posted to [COMMBUYS](#) and [www.mass.gov/mova](http://www.mass.gov/mova) by October 5, 2020. Outside of the webinar, applicants are encouraged to submit questions as detailed in the section below.

### Questions/Technical Assistance

Kristen Tavano is the designated Procurement Team Leader for this RGA. Applicants may submit written questions regarding the RGA at any point in the process. Questions should be e-mailed to [kristen.tavano@mass.gov](mailto:kristen.tavano@mass.gov). Answers to all questions received will be both sent directly to the applicant and posted on [www.mass.gov/mova](http://www.mass.gov/mova) on a rolling basis. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

**Application** - available on [COMMBUYS](#) and [www.mass.gov/mova](http://www.mass.gov/mova).

#### A. Application

##### Narrative for Training and Technical Assistance Request

State the project title, project date(s), and location of the project. Identify the number of staff proposed to attend and each staff person's job title. If this is an agency wide/all staff project, you may state this in lieu of identifying each staff person's job title.

In narrative form, describe why the proposed project is relevant to direct service work and how it will improve service delivery to victims; how the development and implementation of the proposed project will advance one or more of the allowable areas outlined on page 3 of the RGA; and details on the timelines associated with the execution of this project. Indicate if training is being requested to meet an agency requirement or mandatory certification. If requesting consultant fees (not to exceed \$650/day or \$81.25/hour), describe the scope of the consultant's proposed work. If requesting the purchase of developed training materials, describe how these materials will be used, identify the skills and abilities to be acquired via the materials, and how direct victim services/service delivery will be improved. Applicants **must** illustrate why requested training costs cannot be covered by current available MOVA funding (VOCA, SAFEPLAN and/or HTTF). Applications cannot be approved without a detailed description that includes all of these factors.

#### B. Funding Request Form and Narrative

For each cost, a budget narrative is required to justify and explain all costs in full detail. Applicants are encouraged to include whole numbers in their budgets (e.g., round up to the nearest dollar for each cost).

**Note:** Application approval is not guaranteed. We advise that no financial commitment is made until you receive notification of award and budget approval from MOVA. If funding is awarded, it is the responsibility of **the applicant** to secure all costs.

#### **Allowable cost categories**

- **Consultants:**

- Should be all inclusive of specific costs necessary to plan and execute event(s), provide training/technical assistance, complete an organizational assessment, and/or provide translation of materials.
- Existing staff costs are allowable however, funding should be supplemental, not exceed any current salary, and not supplant existing funding.
- Costs are not allowed in excess of \$650/day for an 8-hour day (or \$81.25/hour)

- **Travel:**

Ground transportation (local training):

- Expenses can include parking, taxi/ride share or public transportation, and personal vehicle mileage to and from the training facility.
  - Personal vehicle mileage is reimbursed at the applicant agency rate, not to exceed the allowable federal rate (a mileage statement from an online mapping service must be submitted with the reimbursement form).
  - Rental cars are not covered.

- **Other:**

- Printing and distribution
- Training materials
- Registration fees
  - Fees for late registration are not allowable

#### **Additional Attachments**

For applicants who are **solely** funded via the Human Trafficking Trust Fund (HTTF) grant. Applicants who receive VOCA or SAFEPLAN funding **do not** need to complete and submit these attachments, as these forms have been completed as part of the FY21/FY22 VOCA award and/or the FY21 SAFEPLAN award.

##### **A. Contractor Authorized Signatory Listing Form**

Applicants may authorize multiple signatories for the agency – submit a notarized page for each. The authorized signatory on application must be identified on this form. State agencies are also required to submit this form.

##### **B. Standard Assurances Form**

The authorized signatory of your agency is required to sign and date the standard assurances form.

##### **C. Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters**

Applicants are to complete this certification stating that the VOCA funded employees will not engage in lobbying activities. In addition, your agency must certify that it has a drug-free workplace and is not presently debarred.

##### **D. Office for Civil Rights Certification Form**

Recipients of VOCA funds, unless exempt, are required to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP). This certification must be submitted with the application and renewed every two years. Applicants that are exempt are still required to submit the form.

##### **E. Subgrant Conditions Acknowledgement Form**

## Application Submission – Electronic

**Applications are due at least 45 days from the planned start of the training/technical assistance.** Applications are due no later than 5pm of the applicable due date.

Applicants will submit all documents as separate attachments. Application documents created by MOVA must be received in their respective formats (excel) and cannot be accepted in an alternative format (i.e. scanned copies). Applicants may use read receipts to ensure delivery of applications.

Applicants will submit one e-mail with their application, and all other required documentation as separate attachments to [MOVAGrants@state.ma.us](mailto:MOVAGrants@state.ma.us). If you are limited by the attachment space through your e-mail service, you may send more than one e-mail, note in the subject line that it is 1 of 2 or 2 of 2, for example.

Ensure that attachments are labeled correctly, clearly identifying whom they are from and what the document is. MOVA recommends using the following example as a proper attachment label:

- *Example:* VSTTA\_Application\_AgencyName

## Evaluation Criteria

MOVA will conduct a preliminary review of responses to ensure eligibility of applicants and proposed projects.

This evaluation system is not wholly determinative of which applications are awarded grants. MOVA reserves the right to negotiate with successful applicants.

The following areas will be considered when reviewing applications:

- Has applicant clearly stated how the proposed training or technical assistance project is relevant to direct service work and how it will improve service delivery to victims?
- Has applicant described how the proposed project will advance one or more of the allowable focus areas?
- Has applicant provided a detailed and reasonable timeline associated with the execution of this project?
- Has applicant provided a clear, reasonable, and allowable budget?
- Has applicant clearly described why requested costs cannot be included within existing funding sources?

## Post-Project Reporting Requirements

Successful applicants are required to submit a final report within 30 days of the event to receive reimbursement for expenses. The reporting templates will be provided by MOVA and will request, but may not be limited to, the following detailed information about the project(s) funded:

- Provide a summary of:
  - What was accomplished via the grant award
  - How many staff participated in the training/technical assistance/project
  - How the agency or staff person(s) plan to implement the skills, knowledge and/or technical assistance acquired as a result of participating in the training or technical assistance in ongoing work with crime victims.

## Method for Cost Reimbursement

Training grants are made on a cost reimbursement basis. Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must have sufficient funds on hand to support the project without a cash advance. Successful applicants will submit ONE expenditure report for reimbursement no more than 30 days following the end of the funded project. Reimbursements will be made only for costs included in the approved budget, and only after the approved costs are incurred, expensed, and the required project report has been submitted. Expenditure reports must be submitted with adequate backup documentation as outlined in the VOCA Policies and Procedures Manual. Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

## Post award modifications

The awardee agrees to submit a revised budget for any budgetary changes to MOVA for approval. All costs must be necessary and allowable and are subject to final MOVA approval prior to reimbursement.

## Debriefing Procedures

Applicants who have submitted unsuccessful grant proposals may request a debriefing from MOVA. To request a debriefing, the agency must contact the Procurement Team Leader via e-mail. Requests for debriefing must specify which grant the debriefing is referring to and be received within 14 days of the award notification letter. The Procurement Team Leader will schedule a mutually convenient time to meet, via conference or tele-conference call. A debriefing presents an opportunity for the applicant with an unsuccessful funding proposal to ask questions regarding the evaluation of its response and the review process overall. Debriefings are forums in which areas of weakness or non-compliance in the applicant's application can be identified and discussed, along with suggested improvements for future applications. Agencies with unsuccessful applications aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.

## Exceptions to stated requirements

Any exception to any stated requirement within this RGA are at the discretion of the Victim Witness Assistance Board (VWAB) or their designee (MOVA).



The recipient of funds must also agree to abide by the Office of Justice Programs (OJP) Financial Guide, effective edition, [Office of Justice Programs Financial Guide](#). For more information, see the General Subgrant Conditions posted on [www.mass.gov/mova](http://www.mass.gov/mova)

The applicant may not alter this RGA or its components except for those portions intended to collect the bidder's response. Modifications to the body of the RGA, application, specifications, terms and conditions, or any other documents that would change the intent of this RGA are prohibited. Any modifications other than those made where the applicant is prompted for a response will disqualify the response.

Applications are expected to be complete upon submittal. MOVA reserves the right to deny review of an incomplete application. Do not submit any materials that are not requested, as they will not be considered.

If selected for a training grant award, a copy of the Standard Contract Form will be e-mailed to the Executive Director of your agency and copied to the identified Contract Manager in your grant, and must be signed before the deadline in order to enter into a contract with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions for Human and Social Services.

All state agencies selected for a grant award will be required to sign an ISA. A copy of the ISA will be e-mailed to the Executive Director of your agency and copied to the identified Contract Manager in your grant, and must be signed before the deadline in order to enter into a contract with the Commonwealth.

*Any amendments, cancellations, or corrections and clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on COMMBUYS, the MOVA website, and sent via e-mail to applicants intending to apply.*